

RECORDS RETIREMENT REQUEST

RECORDS CENTER
JOB NO.

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO: Chief, Records Center.

FROM: (Office) SECURITY
BRANCH

DIVISION SECURITY RECORDS
SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

SECURITY CASE FILES.

SECURITY CASE, OF AN OVERT OR SEMI-COVERT NATURE, ON APPLICANTS, EMPLOYEES

REQUESTS FOR SECURITY CLEARANCES, BIOGRAPHICAL DATA, REPORTS OF INVESTIGATIONS, NAME CHECKS, APPRAISALS OF INFORMATION, DECISIONS, SECRECY AGREEMENTS, NOTIFICATIONS OF CLEARANCES, AND SUBSEQUENT CHANGES REQUIRING ADDITIONAL CLEARANCES. MAINTAINED BY TYPE OF CASE.

☐ SHELF LIST ATTACHED

☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER

☒ OTHER (specify)

☐ LEGAL

NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS				
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE
L ANGLE	GE-31		16 DEC.	

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

☒ RECORD

☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

PERSONNEL OF THE SECURITY RECORDS DIVISION, AND PERSONNEL SECURITY DIVISION AND ARO.

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

RECORDS CONTROL SCHEDULE NO. 36-54. ITEM NO. 76.

BUILDING	ROOM	EXTENSION	DATE	SIGNATURE
L ANGLE	GE-42		16 DEC. 63	

STAT

TRANSMITTAL SLIP		DATE 12-19-63
TO: [REDACTED]		
ROOM 4-E-42	[REDACTED]	
REMARKS: <p><i>Pls refer to the copy in at you by memo dated 11-15-63 from Mr. C. to me. In view of the provisions of Para 1H I can not accept this group of records. It is hope some decision can be made soon since I'm sure SRD has a space problem. Pls. give me a call if I can be of any help</i></p>		
FROM: [REDACTED]		
ROOM NO.	EXTENSION 7777 RC	

FORM NO. 241
1 FEB 55REPLACES FORM 36-B
WHICH MAY BE USED.

GPO: 1967-O-439445

(47)

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FROM: RECORDS CENTER		NO. 2-10-56	DATE	BOX NO. 1	JOB NO. 65-503
TO: [REDACTED] RAS		NAME OF REQUESTER			
7702 Magazine		ACTION REQUESTED			
[REDACTED]		LOAN <input checked="" type="checkbox"/>	PER RET. <input type="checkbox"/>	INFORMATION <input type="checkbox"/>	
OFFICE Same		TEL. EXT.			
LOG DATA:					
FOR RECORD CENTER USE					
SERVICED BY		SPACE NO.	POSTED		
ebs					
NUMBER SENT		NOTIFIED			
INT. DOC.	INF. RPT.	ADM. ISS.			

Survey of Security/Records Div./Personnel
Investigative Div. by [REDACTED]
dated 28 June 1962
(Pol. filed under DDS Component/08)